

# PeopleSoft Agency Position Report Instruction

*August 16, 2006*



## REQUEST AN AGENCY POSITION REPORT

Use the following navigation to 'State Position Status' and select 'Add a New Value' or if you have run this report before you can 'Search' or simply enter your 'Run Control ID'. Main Menu>ND State Applications>Reports>State Position Status Report

A screenshot of the 'State Position Status' report interface. At the top, the title 'State Position Status' is displayed. Below it are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is selected. Under this tab, there is a text input field labeled 'Run Control ID:' containing the number '1'. To the left of this field is a yellow button labeled 'Add'. An arrow points from the 'Run Control ID' field to the 'Add' button. At the bottom of the interface, there are two links: 'Find an Existing Value' and 'Add a New Value'.

'Run Control ID' is primarily for technical tracking of processes. We recommend you simply use your 5 digit Business Unit in that field, and then click 'Add'. In the future, you may simply enter your Business Unit and it will recall your 'Run Control'.

In the following screen enter your 5-digit Business Unit. You will only get results for the Business Unit(s) for which you have security access. Then Click 'Run'.

Position Status Rpt.

Run Control ID: 1

[Report Manager](#) [Process Monitor](#)

Run

Company: ND

Business Unit:

☐ Select All Business Units

Save

Notify

Add


Update/Display

The following screen shows the parameters for the report. The Server Name should be 'PSNT'. The report is formatted to show best in adobe PDF format so we recommend you select 'PDF' for the Format. Then click 'OK' and you will be returned to the previous screen.


**Process Scheduler Request**

User ID: lberger2 Run Control ID: 1

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Server Name:  Run Date:  

Recurrence:  Run Time:

Time Zone:  

**Process List**


Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	State Agency Position Listing	NDSHR010	Crystal	Web	PDF	<a href="#">Distribution</a>


When you're returned to this screen, click on 'Process Monitor' to view the status of the report running.

**Position Status Rpt.**

Run Control ID: 1

[Report Manager](#) [Process Monitor](#)

Company:  

Business Unit:   ☐ Select All Business Units

At this Process Monitor screen, click on 'Refresh' periodically until the Run Status of your report shows 'Success'. Then click on 'Details'.

Process List [Server List](#)

**View Process Request For**

User ID:  Type:  Last:  Days  Refresh

Server:  Name:  Instance:  to

Run Status:  Distribution Status:  ☒ Save On Refresh

**Process List** [Customize](#) | [Find](#) | [View All](#) | [First](#) 1 of 1 [Last](#)

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	379934		Crystal	NDSHR010	lberger2	08/21/2006 10:22:33AM CDT	Success	Posted	<a href="#">Details</a>

[Go back to State Position Status](#)

[Process List](#) | [Server List](#)

Then click on 'View Log/Trace'.

**Process Detail**

**Process**

Instance: 379934 Type: Crystal

Name: NDSHR010 Description: State Agency Position Listing

Run Status: Success Distribution Status: Posted

**Run** **Update Process**

Run Control ID: 1

Location: Server

Server: PSNT

Recurrence:

☐ Hold Request

☐ Queue Request

☐ Cancel Request

☒ Delete Request

☐ Restart Request

**Date/Time** **Actions**

Request Created On: 08/21/2006 10:26:59AM CDT [Parameters](#) Transfer

Run Anytime After: 08/21/2006 10:22:33AM CDT [Message Log](#)

Began Process At: 08/21/2006 10:27:23AM CDT Batch Timings

Ended Process At: 08/21/2006 10:29:26AM CDT [View Log/Trace](#)

[View Log/Trace](#)

<b>Report ID:</b>	935	<b>Process Instance:</b>	379934	<a href="#">Message Log</a>
<b>Name:</b>	NDSHR010	<b>Process Type:</b>	Crystal	
<b>Run Status:</b>	Success			

### Distribution Details

## File List

Distribute To

User	lberger2
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[illegible]